Explora - Advanced Search

You may conduct advanced searches in *Explora* using a single search box or multiple search boxes (guided search).

**Advanced Search - Single**

The single search field offers ease of use to expert researchers who have developed more extensive search strategies.

**To use Advanced Search with a Single Search Field:**

1. Click the Advanced Search link below the search field.

2. Enter your search terms on the Advanced Search Screen. The Autocomplete feature will anticipate your search terms, so even if you misspell a term, relevant results will appear in the drop-down menu.

   **Note:** If you select your search term from the Autocomplete drop-down menu, *Explora* will run your search automatically. If you wish to choose among the additional **Search Options** first, DO NOT select your search term from the drop-down menu. If you do so in error, simply click the Advanced Search link to be brought back to the Advanced Search screen; your search terms will be retained.

3. Select from the available **Search Options**:
   - **Search modes** – Use specific search modes, such as “Find all of my search terms,” or “SmartText Searching,” or use search options that expand your search such as “Apply related words.”
   - **Limit your results** – Further refine your results by selecting Full Text or specifying Lexile Reading Level, Publication Date, or Number of Pages.

4. Click the **Search** button. The Result List displays.

5. Click on the title to view the article details screen, or click the full-text link to view the complete article. Hover your cursor over the preview.
Advanced Search - Guided

Multiple search fields assist you in creating a more targeted search.

To use Guided Search:

1. From the home page, click the Advanced Search link below the search box.

2. Enter your search terms in the first search box on the Advanced Search screen. The Autocomplete feature will anticipate your search terms, so even if you misspell a term, relevant results will appear in the drop-down menu.

   **Note:** If you select your search term from the Autocomplete drop-down menu, Explora will run your search automatically. If you wish to choose among the additional Search Options first, DO NOT select your search term from the drop-down menu. If you do so in error, simply click the Advanced Search link to be brought back to the Advanced Search screen; your search terms will be retained.

3. Choose the search field from the optional Select a Field drop-down list. For example, you can search in only the Subject terms field (SU) of the citation.

4. Repeat steps 1 and 2 for the second and third search boxes.

5. Select a Boolean operator (AND, OR, NOT) to combine the two field entries. You can enter another Boolean operator, keyword, and search field in the third set of fields.

6. The Select a Field option allows you to narrow your results by telling the database to search for your terms within specific fields.

7. If you need additional rows, click the (+) link (if available). If enabled by your library administrator, up to 12 rows can be displayed. To delete a row, click the (-) link.
8. Select from the available Search Options:

- **Search modes** - Use specific search modes, such as "Find all of my search terms," or "SmartText Searching," or use search options that expand your search such as "Apply related words."

- **Limit your results** - Further refine your results by selecting Full Text or specifying Lexile Reading Level, Publication Date, or Number of Pages.

9. Click the **Search** button. The Result List displays.

10. Click on the title to view the article details screen, or click the full-text link to view the complete article. Hover your cursor over the preview icon to view article details, or click the folder icon to save the article to your personal folder.

**Notes:**

- Search fields always display above the result list. Your search terms, limiters, and expanders are retained until you click **New Search** or the product logo.

- To revise your search, you can apply the limiters under **Refine Results**. Click the **Show More** link to view all available limiters and expanders.

- If you click the **Explora logo**, you are returned to the home page with your search terms **cleared** and search parameters **reset**.